

**Enrolled Minutes of the Seventy-eighth Regular or Special Meeting  
For the Twenty-Seventh Highland Town Council  
Special Meeting  
Monday, December 29, 2014**

*Study Session.* The Twenty-Seventh Town Council of the Town of Highland, Lake County, Indiana met in a study session preceding the special meeting on Monday, December 29, 2014 at 6:10 O'clock P.M. in the regular place, the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

*Silent Roll Call:* Councilors Bernie Zemen, Mark Herak, Steve Wagner, Konnie Kuiper and Dan Vassar were present. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

**General Substance of Matters Discussed.**

1. The Town Council discussed the agenda of the imminent special meeting.
2. The Town Council discussed the enrolled Wage and Salary Ordinance and the changes made in the administrative mark-up. The discussion included whether part-time workers were included in the increase. It was noted that apart for a special request from the Building Commissioner for the Assistant Inspection Officers, there was no express increase given.

The discussion included whether there should be an increase for the Firefighters.

The discussion then included the method for amending the enrolled ordinance. The Clerk-Treasurer reviewed the process and noted his concern about the mark-up changes and any further amendments. The Clerk-Treasurer noted that he did not score the sufficiency of revenues to support the proposed changes.

The Fire Chief opined that he believed his budget could support it.

The study session ended at 6:59 O'clock p.m.

*Special meeting.* The Twenty Seventh Town Council of the Town of Highland, Lake County, Indiana met in its special session on Monday, December 29, 2014 at 7:01 clock P.M. in the regular place, the plenary meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

The Town Council President, Dan Vassar, presided and the Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. The meeting was opened with Council President Vassar reciting the Pledge of Allegiance to the Flag of the United States of America.

**Roll Call:** Present on roll call were Councilors Bernie Zemen, Mark Herak, Steve Wagner, Konnie Kuiper and Dan Vassar. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

**Additional Officials Present:** George Georgeff, Commander Metropolitan Police Department; William R. Timmer, Jr., CFOD, Fire Chief; Kenneth J. Mika, Building Commissioner; and Alex M. Brown, CPRP, Parks and Recreation Superintendent were present. (*Katie Minchuk, Deputy Clerk-Treasurer was present for the study session but departed at the start of the Special Session.*)

*Also present:* Steve Mileusnich of the Advisory Board of Zoning Appeals; Randy Bowman, Assistant Inspector for Electrical; and Ed Dabrowski IT Consultant were also present.

**Special Orders:**

- 1. Introduced Ordinance No.1578:** An Ordinance to Amend the Wage and Salaries of the Elected Officers, Appointed Officers, and Employees of the Town of Highland for the Fiscal Year FY 2015. *(Ordinance was introduced by Councilor Zemen at the meeting of December 22, 2014. No further action was taken in order to allow further mark-up)*

Councilor Herak moved the passage and adoption of Ordinance No. 1578. Councilor Zemen seconded. Prior to the vote for adoption Councilor Kuiper moved that the ordinance be adopted to apply the 2.25% increase effective January 4 and the second 2.25% increase effective June 21 to the Fire Department. *(It is noted that it did apply to the Fire Chief in the enrolled draft of the ordinance)*. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The amendment was adopted.

The motion for the passage and adoption had a roll call vote with five affirmatives and no negatives. The motion to adopt the ordinance (as amended) passed. The ordinance as amended was adopted.

**ORDINANCE No. 1578**  
**of the**  
**TOWN of HIGHLAND, INDIANA**

**AN ORDINANCE to ESTABLISH THE WAGE and SALARY RATES of the ELECTED OFFICERS, the NON-ELECTED OFFICERS, and the EMPLOYEES of the TOWN of HIGHLAND, INDIANA and to AMEND PROVISIONS IN THE COMPENSATION and BENEFITS ORDINANCE, As REQUIRED.**

**WHEREAS**, Title 36, Article 1 Chapter 4 of the Indiana Code confers certain general corporate powers on the several units of government in Indiana;

**WHEREAS**, Section fifteen of that chapter specifically provides that a unit of government may fix the level of compensation of its officers and employees; and

**WHEREAS**, I.C. 36-5-3-2 further provides in pertinent part that the town legislative body shall provide reasonable compensation for the other town officers and employees;

**WHEREAS**, I.C. 36-5-3-2(b), still further provides that the Town Legislative body shall, by ordinance fix the compensation of its own members and the Town Clerk-Treasurer;

**WHEREAS**, I.C. 36-5-3-2(c) still further provides that the compensation of an elected town officer may not be changed in the year for which it is fixed, nor may it be reduced below the amount fixed for the previous year; and

**WHEREAS**, The Town Council of the Town of Highland, as the town legislative body, now desires to fix the compensation of its elected officers, appointed officers and employees of the Town for the year ensuing;

**NOW, THEREFORE, BE IT HEREBY ORDAINED** by the Town Council of the Town of Highland, Lake County, Indiana, that the Wages, Salaries, and special detail levels of the Officers and Employees of the Town of Highland, are hereby established and fixed, pursuant to the provisions indicated herein and as follows:

**Section 1.** (A) That except as otherwise expressly provided in this ordinance or the compensation and benefits ordinance, the base salary or wage outlined in this ordinance is hereby authorized for all regular full-time employees of the municipality who occupy an authorized position of the municipality at the time of its passage and adoption, with any changes set forth herein to be effective **from January 4, 2015 or at the conclusion of an authorized medical disability leave**;

(B) That department heads and the Clerk-Treasurer are hereby authorized to grant an increase in the amount of up to twenty-five cents (25¢) per hour, at the department head's or the clerk-treasurer's discretion, for regular part-time, non-temporary employees and street crossing guards currently in service with the municipality in their position as of this enactment's passage, **provided such increase remains within prescribed ranges or terms of this ordinance**;

(C) No other wage or salary increases not otherwise provided by statute or by ordinances of the Municipality may be distributed to any single employee or officer, unless specifically approved by the Town Council or proper board of jurisdiction;

**Section 2.(A)** That unless otherwise provided by this ordinance, all new employees will start at the identified starting wage or salary for their job position unless approved by the Town Council **or authorized board of jurisdiction to do otherwise**. Where no starting wage or salary is depicted, the Town Council or

authorized board of jurisdiction shall fix such pay by proper enactment prior to the payment of wages or salary. **Department heads shall notify the Clerk-Treasurer in writing of all individual raises and their effective dates;**

(B) Further, department heads shall report all rates and wages as a rate per hour for all hourly wage earners and a bi-weekly rate for all salaried wage earners as set forth in this ordinance. **Such other increases or change of biweekly or hourly pay executed pursuant to this ordinance shall not be made effective earlier than the month in which it is properly filed;**

(C) *Incumbent defined.* Further, except as otherwise provided in the Compensation and Benefits Ordinance regarding acting pay, the term Incumbent rate as used in this ordinance shall be construed to mean a rate or wage applied to a worker in the position for more than one year;

**Section 3.** That supervisors will receive no overtime pay except *where governed by law and as approved by the Town Council* as provided in the most recently adopted Compensation and Benefits Ordinance, as amended. Supervisors and Department Heads are further advised as follows:

(A) New temporary employees will receive no less than \$7.25 per hour; Further, returning temporary employees may receive \$7.50 per hour; and Experienced temporary employees may receive \$7.75 per hour, provided such increase remain within prescribed ranges;

(B) Temporary employee is defined in Compensation and Benefits Ordinance, commonly called the Employee Handbook, as amended. Returning temporary employee is defined as an employee who has once previously worked for the Town of Highland. Experienced temporary employee is defined as an employee who has previously worked for the Town of Highland more than once.

(C) For the purposes of this ordinance, references to department head or supervisor shall be construed to include the Clerk-Treasurer when acting in that capacity.

(D) **Department heads and senior supervisory workers who earn a graduate degree from an accredited University or College in a discipline relevant to their administrative responsibilities, shall have an additional compensatory adjustment added to the base rate in the bi-weekly amount of \$95.**

**Section 4.** That the approved staffing levels for certain positions in the various offices and departments are hereby approved as indicated by a parenthetical number. However, the staffing levels set forth in this ordinance should not be construed in derogation of the approved positions for the Highland Metropolitan Police Department which remains governed by the authorized manpower provisions of **Highland Municipal Code 9.10.010 (C)** as may be amended or any other department for which its authorized staff strength is fixed by ordinance;

**Section 5.** In addition to those provisions providing for a salary for the duly appointed attorney of the various boards or commissions of the municipality, the duly appointed attorney is authorized to bill for legal services performed outside the scope of the retained services salary for hours spent on lawful business of the municipality according to the rates and terms of a letter of acceptance placed on file with the municipal clerk.

**Section 6.** That subject to the provisions of this ordinance, the salary and wages for the elected officers, non-elected officers and employees of the Town of Highland are hereby fixed for its departments and offices as follows:

**(A) Office of the Town Council**

Town Council President	(1)	\$ 1,226.00 per month
Town Council Member	(4)	\$ 1,164.00 per month

That the foregoing salaries of the legislative body members remain at the level first fixed by Ordinance 1054, passed and adopted December 30, 1996 to be effective beginning in 1997, unchanged owing to the provisions of IC 36-5-3-2(c);

Town Council Attorney	paid at an hourly rate according to terms set forth in attorney's letter of acceptance on file.
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**(B) Advisory Board of Zoning Appeals**

Chairman(1)	\$ 150 per quarter
Members (4) each	\$ 120 per quarter

Attorney	paid at an hourly rate according to terms set forth in attorney's letter of acceptance on file.
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Recording Secretary	\$ 50 per month
<b>(C) Municipal (Advisory) Plan Commission</b>	
Chairman (Citizen member) (1)	\$ 150 per quarter
Citizen Member Secretary (1)	\$ 120 per quarter
Citizen Members (2)	\$ 120 per quarter
Legislative Body appointees (3)	see below

If legislative body appointees are elected or appointed officials of the municipality, they are not entitled to pay for service on municipal plan commission in order to be consistent with the purposes of Article 2, Section 5 of the Indiana Constitution.

Attorney paid at an hourly rate according to terms set forth  
in attorney's letter of acceptance on file.

Recording Secretary	\$ 50 per month
<b>(D) Town Board of Metropolitan Police Commissioners</b>	
Chairman (1)	\$ 50 per month
Members (4)	\$ 40 per month
Attorney	\$ 200 per month
Recording Secretary	\$ 50 per month
(Commissioners salaries are payable monthly (Pursuant to State law; Confer IC 36-8-9-3(e)))	

**(E) Board of Sanitary Commissioners**

The Town Council hereby incorporates by reference and approves the compensation for each individual commissioner of the Board of Sanitary Commissioners pursuant to the provisions of I.C. 36-9-25-3(e) which reads: "The appointed commissioners are entitled to a salary of not less than three thousand six hundred dollars (\$3,600) a year during actual construction and not less than six hundred dollars (\$600) a year in other years:

<b>(1) During Actual Construction:</b>		
President (1)		\$ 4,500.00 per year (\$375.00 mo.)
Commissioners (4) each		\$ 3,600.00 per year (\$300.00 mo.)
<b>(2) During other years:</b>		
President (1)		\$ 750.00 per year (\$62.50 mo.)
Commissioners (4) each		\$ 600.00 per year (\$50.00 mo.)

**(F) Water Works Board of Directors**

President (1)	\$ 50 per month
Citizen Members (4) each	\$ 40 per month

**(G) Park and Recreation Board**

President (1)	\$150 per quarter
Citizen Members (3) each	\$ 120 per quarter
Member appointed by School Board (1)	See below
Member appointed by Library Board (1)	See below

**Authority to Fix this compensation:** IC 36-10-3-9(a). The salary of any board members whose appointing authority is other than the **Town Legislative Body** will not be paid from the Municipal Treasury but may be paid from the treasury of the appointing authority, subject to law. However, any Board member whose appointing authority is other than the **Town Legislative Body** has all other rights of members appointed by the **Town Legislative Body** including the payment of actual expenses as provided in IC 36-10-3-9(b).

**(H) Redevelopment Commission**

Redevelopment Commissioners who do not otherwise hold a lucrative office for the purpose of Article 2, Section

5 of the Indiana Constitution shall receive the salary, which is hereby fixed as follows:

President	(1)	\$ 50 per month
Vice President	(1)	\$ 40 per month
Secretary	(1)	\$ 40 per month
Members	(2)	\$ 40 per month

All Redevelopment Commissioners are entitled to reimbursement for expenses necessarily incurred in the performance of their duties. (Pursuant to State law; Confer IC 36-7-14-7(f)(g));

**Section 7.** That subject to the provisions of this ordinance, the salary and wages for the elected officers, non-elected officers and employees of the Town of Highland are hereby fixed for its Office of the Clerk-Treasurer as follows:

**(A) Elected Officer**

That the salary of the clerk-treasurer shall be paid biweekly and shall be hereby fixed as set forth below:

(1) That the compensation for a Clerk-Treasurer possessing a graduate level degree in related field granted from an accredited university or college and possessing two or more relevant professional certifications from a generally accepted professional association including but not limited to Indiana League of Municipal Clerks and Treasurers, International Institute of Municipal Clerks, Association of Public Treasurers, Government Finance Officers Association, Society of Management Accountants or the American Society of Public Accounts is hereby fixed as follows:

- (a) Effective from January 4, 2015: \$ 2,738.88 bi-weekly;
  - (b) Effective from June 21, 2015: \$ 2,800.50 bi-weekly;
- (The Clerk-Treasurer has 5 certifications and a M.P.A. at date of passage)*

(2) That the compensation for a Clerk-Treasurer two or more relevant professional certifications from a generally accepted professional association including but not limited to Indiana League of Municipal Clerks and Treasurers, International Institute of Municipal Clerks, Association of Public Treasurers, Government Finance Officers Association, Society of Management Accountants or the American Society of Public Accounts is hereby fixed at **\$2,628.32** bi-weekly; and,

(3) That the compensation for a Clerk-Treasurer possessing a relevant professional certification from a generally accepted professional association including but not limited to Indiana League of Municipal Clerks and Treasurers, International Institute of Municipal Clerks, Association of Public Treasurers, Government Finance Officers Association, Society of Management Accountants or the American Society of Public Accounts is hereby fixed at **\$2,489.89** bi-weekly; and,

(4) That the compensation for a Clerk-Treasurer possessing no relevant professional certification(s) from a generally accepted professional association nor possessing a graduate level degree in a related field granted from an accredited University or College is hereby fixed at **\$2,297.50** bi-weekly;

**(B) Deputy Clerk-Treasurer**

(1) That the base compensation for a deputy clerk-treasurer possessing no relevant professional certification(s) from a generally accepted professional association nor possessing a baccalaureate level degree in a relevant field granted from an accredited University or College is hereby fixed as follows:

	<b>Starting Rate</b>	<b>Incumbent Rate (after 1 year)</b>
(a) Effective from January 4, 2015:	\$ 1,640.19	\$ 1,734.15 bi-weekly
(b) Effective from June 21, 2015:	\$ 1,677.10	\$ 1,773.17 bi-weekly

(2) That the compensation for a deputy clerk-treasurer possessing both **baccalaureate** level degree in a relevant field granted from an accredited University or College and a **relevant professional certification** from a generally accepted professional association including but not limited to Indiana League of Municipal Clerks and Treasurers, International Institute of Municipal Clerks, Association of Public Treasurers, Government Finance Officers Association, Society of Management Accountants or the American Society of Public Accounts is hereby fixed as follows:

<b>Starting Rate</b>	<b>Incumbent Rate</b>
\$ 1,889.38	\$ 1,889.38 bi-weekly

**(C) Associate Employees and Staff**

		<b>Starting Rate</b>	<b>Incumbent Rate</b>
<b>(1) Effective January 4, 2015 (hourly):</b>			
Associate Clerk, Payroll & Personnel	( 1 )	\$17.36	\$17.36 hr.
Encumbering Officer	( 1 )	\$17.36	\$17.36 hr.
Chancery / Bursar Clerk, Senior	( 1 )	\$16.69	\$16.69 hr.
Chancery / Bursar Clerk	( 1 ) <sup>xx</sup>	\$16.43	\$16.43 hr.
Chamberlain Clerk	( 1 )	\$14.02	\$14.02 hr.
Chamberlain Clerk (part-time)	( X )	\$14.02	\$14.02 hr.
Chancery & Bursar Aide (part-time)	( X )	\$ 7.25-14.00 hr.	\$7.25-14.00 hr.
Lead Utility Clerk	( 1 )	\$17.36	\$17.36 hr.
Utility Systems Clerk	( 2 ) <sup>xx</sup>	\$16.43	\$16.43 hr.
<b>(2) Effective June 21, 2015 (hourly):</b>			
Associate Clerk, Payroll & Personnel	( 1 )	\$17.75	\$17.75 hr.
Encumbering Officer	( 1 )	\$17.75	\$17.75 hr.
Chancery / Bursar Clerk, Senior	( 1 )	\$17.06	\$17.06 hr.
Chancery / Bursar Clerk	( 1 ) <sup>xx</sup>	\$16.80	\$16.80 hr.
Chamberlain Clerk	( 1 )	\$14.33	\$14.33 hr.
Chamberlain Clerk (part-time)	( X )	\$14.33	\$14.33 hr.
Chancery & Bursar Aide (part-time)	( X )	\$ 7.25-14.00 hr.	\$7.25-14.00 hr.
Lead Utility Clerk	( 1 )	\$17.75	\$17.75 hr.
Utility Systems Clerk	( 2 ) <sup>xx</sup>	\$16.80	\$16.80 hr.

<sup>xx</sup>If a worker is assigned the **Lead Utility Clerk** position, the authorization for this position is reduced to one (1).

<sup>xx</sup> There shall be one (1) Chancery/Bursar Clerk and one (1) Senior Chancery/Bursar Clerk. In the event that there is a vacancy in the position of Senior Chancery/Bursar Clerk, there is authorized two (2) positions of Chancery/Bursar Clerk, to be paid at the rate indicated.

Information Technology Coordinator (part-time)	\$15.00	hr.	\$15.00 hr.
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For the purpose of training or special assistance, retired senior staff or separated staff may be paid as part-time workers at the hourly rate equivalent of the last approved salary or wage including longevity prior to retirement.

**(D) Certifications:** That a full-time worker described in subsection (B) and (C), possessing a relevant professional certification from a generally accepted professional association including **but not limited to** Indiana League of Municipal Clerks and Treasurers, International Institute of Municipal Clerks, Association of Public Treasurers, Government Finance Officers Association, Society of Management Accountants, the American Society of Public Accounts, the American Water Works Association, or the American Payroll Association as may be authorized or approved by the proper officer, the base rate shall have an additional compensatory adjustment according to the following schedule:

		<i>Salaried adds</i>	<i>Hourly adds</i>
Indiana Accredited Municipal Clerk	(IAMC)	\$35.05 bi-weekly	44¢ per hour
Certified Municipal Clerk	(CMC)	\$43.81 bi-weekly	55¢ per hour
Master Municipal Clerk <i>(MMC pay substitutes and replaces the CMC pay. Pursuant to IIMC rules, the MMC replaces the CMC and that designation is dropped)</i>	(MMC)	\$64.65 bi-weekly	81¢ per hour
Certified Public Finance Administrator	(CPFA)	\$43.81 bi-weekly	55¢ per hour
Certified Public Funds Investment Manager	(CPFIM)	\$35.05 bi-weekly	44¢ per hour
Certified Public Finance Officer	(CPFO)	\$87.62	\$1.10 per hour
Fundamental Payroll Certification	(FPC)	\$43.81 bi-weekly	55¢ per hour
Certified Payroll Professional	(CCP)	\$64.65 bi-weekly	81¢ per hour
(Utility) Customer Service Representative	(CCR)	\$64.65 bi-weekly	81¢ per hour

For any qualifying professional certification that is unlisted, the pay shall be based upon the established rate for the IAMC credential.

**(E) Additional provisions Training and Transition.**

For any position described in subsections (B) and (C), a duly selected or promoted successor employee may be paid at the new position's pay rate even when the position is still occupied by a departing incumbent employee for the purposes of training by the incumbent employee. The foregoing training pay arrangement may not be for a period of longer than forty-five (45) days.

**Section 8.** That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Building and Inspection Department** as follows:

(A) Chief Inspector/Building Commissioner ( 1 )

	<b>Starting Rate</b>	<b>Incumbent Rate</b>
(1) Effective January 4, 2015 bi-weekly:		\$, 2,485.91;
(2) Effective June 21 2015 bi-weekly:		\$, 2,541.85;

(B) Assistant Inspectors:

Assistant Inspector for Ordinance Enforcement (part-time)		\$ 10.45-\$20.65 per hr.
Assistant Inspector for Electrical (part-time)		\$ 20.65 per hr.

Notwithstanding the provisions of Section § 2.05 of the Compensation and Benefits Ordinance, the hourly part-time employees performing enforcement duties are regular part-time employees, however they may regularly work up to 78 hours in a pay period.

Assistant Inspector for Plumbing (part-time)		\$15.30 for each one-unit plumbing examination proctored as provided in § Section 15.20.020 (G), and thus hereby amended.
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\$21.42 for each inspection performed as described in Section 15.20.020 (G) of the Highland Municipal Code, and thus hereby amended.

(C) Associate Employees and Staff

		<b>Starting Rate</b>		<b>Incumbent Rate</b>
<b>(1) Effective January 4, 2015 (hourly):</b>				
Inspection Clerk	( 1 )	\$14.00		\$14.00
Inspection Secretary	( 1 )	\$16.88		\$16.88
<b>(2) Effective June 21, 2015 (hourly):</b>				
Inspection Clerk	( 1 )	\$14.32		\$14.32
Inspection Secretary	( 1 )	\$17.26		\$17.26

**Section 9.** That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Public Works Department** as follows:

(A) Supervisory Employees

		<b>Starting Rate</b>		<b>Incumbent Rate</b>
<b>(1) Effective from January 4, 2015 bi-weekly:</b>				
Public Works Director	( 1 )			
With an employer provided vehicle:				\$ 2,988.68
Without an employer provider vehicle:				\$ 3,138.60
Assistant Public Works Director	( 1 )			
With an employer provided vehicle:		\$ 2,493.53		\$ 2,493.53
Without an employer provider vehicle:		\$ 2,643.48		\$ 2,643.48
Supervisor Streets	( 1 )	\$ 2,107.28		\$ 2,107.28
Supervisor Water & Sewer	( 1 )	\$ 2,107.28		\$ 2,107.28
Supervisor Maintenance	( 1 )	\$ 2,107.28		\$ 2,107.28
Supervisor Facilities	( 1 )	\$ 2,107.28		\$ 2,107.28
<b>(2) Effective from June 21, 2015 bi-weekly:</b>				
Public Works Director	( 1 )			
With an employer provided vehicle:				\$ 3,055.92
Without an employer provider vehicle:				\$ 3,209.22
Assistant Public Works Director	( 1 )			
With an employer provided vehicle:		\$ 2,549.63		\$ 2,549.63
Without an employer provider vehicle:		\$ 2,702.96		\$ 2,702.96
Supervisor Streets	( 1 )	\$ 2,154.69		\$ 2,154.69
Supervisor Water & Sewer	( 1 )	\$ 2,154.69		\$ 2,154.69

Supervisor Maintenance	( 1 )	\$ 2,154.69	\$ 2,154.69
Supervisor Facilities	( 1 )	\$ 2,154.69	\$ 2,154.69

**(B) Associate Staff and Employees**

		Starting Rate	Incumbent Rate
<b>(1) Effective January 4, 2015, (hourly):</b>			
Public Works Secretary	( 1 )	\$16.88	\$19.89
Dispatch Clerk	( 1 )	\$15.22	\$15.22
Senior Utility Technician	( 1 )	\$20.39**	\$20.39**
Utility Technician	( 2 )	\$16.60	\$16.60
<i>This position subject to base modification as outlined in subdivision E</i>			
Utility Worker /Equipment Operator	( 2 )	\$ 20.39**	\$ 20.39
Utility Worker /Equipment Operator	( 2 )	\$ 20.39**	\$ 21.50
Pump Station Operator	( 2 )	\$17.55	\$17.55
<i>This position subject to base modification as outlined in subdivision E</i>			
Street Sweeper Operator	( 2 )	\$18.30	\$18.30
Utility Worker/Driver A	( 4 )	\$ 19.80	\$ 19.80
Utility Worker/Driver B	( 3 )	\$ 16.97	\$ 16.97
Utility Worker/Driver C	( 2 )	\$ 14.35	\$ 14.35
Senior Mechanic	( 1 )	\$ 20.44	\$ 20.44
Mechanic	( 1 )***	\$ 18.59	\$ 18.59
Mechanic	( 2 )	\$ 18.59	\$ 18.59-\$19.99

\*\*\* Once a worker is assigned the **Senior Mechanic's** position, the authorization for this position is reduced to zero (0).

Sign & Traffic Control Technician	( 1 )	\$ 17.16	\$ 17.16
<i>This position subject to base modification as outlined in subdivision E</i>			
Utility Worker A	( 3 )	\$14.99	\$14.99-\$16.31
Utility Worker B	( 3 )	\$11.57	\$11.57-\$14.28
Custodian	( 1 )	\$13.89	\$13.89
Attendant Town Garage	( 1 )	\$12.90	\$13.49
Secretary (part-time)		\$ 7.25-\$12.50 per hr.	
Laborer (not truck driver)(part-time)		\$ 7.25-\$ 11.64 per hr.	
Master Gardener/Streetscaping (part-time)		\$12.00 - \$ 14.00 per hr.	

<b>(2) Effective June 21, 2015, (hourly):</b>			
Public Works Secretary	( 1 )	\$17.26	\$20.34
Dispatch Clerk	( 1 )	\$15.60	\$15.60
Senior Utility Technician	( 1 )	\$20.85**	\$20.85**
Utility Technician	( 2 )	\$16.97	\$16.97
<i>This position subject to base modification as outlined in subdivision E</i>			
Utility Worker /Equipment Operator	( 2 )	\$ 20.85**	\$ 20.85
Utility Worker /Equipment Operator	( 2 )	\$ 20.85**	\$ 21.99
Pump Station Operator	( 2 )	\$17.94	\$17.94
<i>This position subject to base modification as outlined in subdivision E</i>			
Street Sweeper Operator	( 2 )	\$18.71	\$18.71
Utility Worker/Driver A	( 4 )	\$ 20.24	\$ 20.24
Utility Worker/Driver B	( 3 )	\$ 17.36	\$ 17.36
Utility Worker/Driver C	( 2 )	\$ 14.67	\$ 14.67
Senior Mechanic	( 1 )	\$ 20.90	\$ 20.90
Mechanic	( 1 )***	\$ 19.01	\$ 19.01
Mechanic	( 2 )	\$ 19.01	\$ 19.01-\$20.44

\*\*\* Once a worker is assigned the **Senior Mechanic's** position, the authorization for this position is reduced to zero (0).

Sign & Traffic Control Technician	( 1 )	\$ 17.54	\$ 17.54
<i>This position subject to base modification as outlined in subdivision E</i>			
Utility Worker A	( 3 )	\$15.33	\$15.33-\$16.68

Utility Worker B	( 3 )	\$11.84	\$11.84-\$14.61
Custodian	( 1 )	\$14.20	\$14.20
Attendant Town Garage	( 1 )	\$13.19	\$13.79
Secretary (part-time)		\$ 7.25-\$12.50 per hr.	
Laborer (not truck driver)(part-time)		\$ 7.25-\$ 11.64 per hr.	
Master Gardener/Streetscaping (part-time)		\$12.00 - \$ 14.00 per hr.	

**\*\* (C) Special starting rate protocols**

- (1) **For the position of Senior Utility Technician (SUT)**, vacancies shall be posted at **\$19.80** per hour. Rate shall be adjusted upward and remain equal to, but not exceeding, the lowest paid UW/EO at the time that the lowest paid UW/EO receives any rate increases.
- (2) **For the positions of Utility Worker/Equip Op (UW/EO)**, if top (senior) UW/EO departs, the incumbent wage and starting wage for UW/EO shall be the average of all four UW/EO wages.

**(D) Additional provisions.**

For any position described in subsections (B) through (C), a duly selected or promoted successor employee may be paid at the new position's pay rate even when the position is still occupied by a departing incumbent employee for the purposes of training by the incumbent employee. The foregoing training pay arrangement may not be for a period of longer than forty-five (45) days.

**(E) Certifications:** That a full-time worker described below possessing a relevant professional certification from a generally accepted professional association as may be authorized or approved by the proper officer, the base rate shall have an additional compensatory adjustment according to the following schedule:

- (1) The positions *Pump Station Operator, Utility Technician* and *Sign & traffic Control Technician* are eligible for the following certification pay:

Commercial Drivers License add to the hourly base pay: \$ 0.58

- (2) The positions *Pump Station Operator* and *Utility Technician* are eligible for the following certification pay:

DSL Operators' License add to the hourly base pay: \$ 1.15  
CT Operator's License add to the hourly base pay: \$ 0.29

- (3) The position *Pump Station Operator* is eligible for the following certification pay:

Backflow prevention license add to the hourly base pay: \$0.29

- (4) The position of *Sign and traffic Control Technician* is eligible for the following certification pay:

MUTCD\* Certification add to the hourly base pay: \$ 1.15

\*Satisfactory completion of training course on the Manual of Uniform Traffic Control Devices as provided by the American Public Works Association (APWA), Local Technical Assistance Program (LTAP), the American Traffic Safety Services Association (ATSSA) or the International Municipal Sign Association (ISMA).

- (F) **Stand-by Duty.** During particular work periods workers in the Public Works Department (Agency) will be scheduled to stand-by, which may mean the worker will be engaged to wait for mobilization. The Public Works Director will publish written guidelines regarding administration of this duty. There is an authorized rate that shall be fixed at an hourly rate to be applied by the number of hours of stand-by duty that is assigned in a bi-weekly period. It shall be uniform for all workers. The rate is now fixed at \$1.00 per hour.

**Section 10.** That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Metropolitan Police Department** as follows:

(A)	Chief of the Department (1)		
		<b>Starting Rate</b>	<b>Incumbent Rate</b>
	(1) Effective January 4, 2015 bi-weekly:	\$ 2,700.29	\$ 2,988.68
	(2) Effective June 21, 2015 biweekly:	\$ 2,761.05	\$ 3,055.92
(B)	Sergeants (8)		
	(1) Effective January 4, 2015 bi-weekly:	\$ 2,447.46	\$ 2,447.46



**Deputy Commander ( 1 )** **\$ 2,516.05** **\$ 2,572.66**

(7) The following rank has been deemed a trace rank. Only officers employed in good standing with the Metropolitan Police Department on or before April 12, 2001 shall be eligible to elevation to the trace rank of Lance Corporal. This trace rank shall be conferred on all Patrol Officers First Class, who meet the date eligibility indicated, who have successfully completed ten (10) years of continuous service with the Highland Metropolitan Police Department and upon approval of the Town Board of Metropolitan Police Commissioners. Officers currently holding such rank will continue to hold such rank until their promotion or separation from service with the Metropolitan Police Department at the level of pay set forth in this ordinance. Having separated, an officer having once been eligible to hold the trace rank or having the trace rank at the time of separation shall not be eligible hold such rank if officer is later re-hired unless ordered by a court.

Effective biweekly as follows:	January 5 2015:	June 21, 2015:
Lance Corporal	\$ 2,258.63	\$ 2,309.45

**(F) Other Associate Staff and Public Safety Dispatching Employees**

Effective biweekly as follows:	January 5 2015:	June 21, 2015:
(1) **Support Services Administrator ( 1 )	\$ 1,804.72	\$ 1,845.33

\*\* The terms of the employment agreement adopted by the Town Council on 29 June 2006 are incorporated and ratified by reference and by proper Resolution regarding the Support Services Administrator, pursuant IC 36-5-3-2 and IC 36-8-2.

	Starting Rate	Incumbent Rate
<b>(2) Effective January 4, 2015 (Hourly):</b>		
* Secretary ( 1 )	\$ 16.88	\$ 19.54 per hr.
* Secretary (part-time)	\$ 16.88	\$ 19.54 per hr.

<b>(3) Effective June 21, 2015 (Hourly):</b>		
* Secretary ( 1 )	\$ 17.26	\$ 19.98 per hr.
* Secretary (part-time)	\$ 17.26	\$ 19.98 per hr.

*\*Starting rate shall apply to any person with less than 1-year experience in the position.\**

<b>(4) Effective January 4, 2015 (hourly):</b>			
*Lead Support Services Clerk ( 1 )	\$15.32	\$16.32	
*Lead Support Services Training Coordinator ( 1 )	\$15.32	\$16.32	
* Support Services Clerk ( 1 )	\$14.32	\$15.32	
* Support Services Clerk (part-time)	\$14.32	\$15.32	

**For initial appointments the appointing authority may start employees at the incumbent rate. All subsequent appointments shall be subject to the starting rate.**

Animal Warden (part-time)	\$ 8.00 hr. -	\$ 15.00 hr.
Crossing Guard (part-time)	\$9.66 hr. -	\$10.76 hr.
Sub Crossing Guard (part-time)	\$9.66 hr. -	\$10.76 hr.
Metropolitan Police Chaplain ( 4 )		no pay

Matron or Clerk Duty (call-out) hourly rate - 2 hour minimum  
Off-Duty Court Time (2 hour minimum) hourly rate

	Starting Rate	Six Mos. Rate	Incumbent Rate with Yr. or more Service
<b>(5) Effective January 4, 2015:</b>			
Radio Operator (X)	\$14.21	\$15.73	\$19.50 hr.
Radio Operator (part-time)	\$14.21	\$15.73	\$19.50 hr.

**Public Safety Clerk-Radio Operator (1)**

This *full-time* position is performed by one (1) person, but will involve the tasks associated with the job descriptions of Records Clerk and Radio Operator. The rate of pay will be based upon the tasks being performed. When performing tasks associated with Records clerk, the rate of pay will be that as established by the wage and salary ordinance for a records clerk. When performing tasks associated with Radio operator, the rate of pay will be that as established by the wage and salary ordinance for a radio operator.

**(G) Special Detail Pay Provisions:**

- (1) Overtime provisions of the Compensation and Benefits Ordinance notwithstanding, the following special assignments or details will be paid at the following rate:

Special Duty /Highland Grove Security Detail: \$ 20 per hour\*\*

*\*\*Or at an hourly rate fixed as set forth in an agreement or memorandum authorized by ordinance of the municipality providing for special patrol zones and related agreements.*

- (2) Overtime provisions of the Compensation and Benefits Ordinance notwithstanding, the following special assignments or details will be paid at the following rate:

Special Community Events sponsored by the Municipality by one or more of its executive Departments, agencies, or councils:

1.5 times the base hourly  
 wage rate of 1st Class  
 Patrol Officer (w/o  
 longevity.)

- (3) Overtime provisions of the Compensation and Benefits Ordinance notwithstanding, the following special assignments or details will be paid at 1.5 times the composite rate (base rate plus longevity rate) of the assigned officer for hours performing the special assignment, provided such rate is lawful and authorized under the terms of the supporting grant:

Lake County Task Drug Task Force  
 Grant Supported Special Law Enforcement Detail(s) or Patrols  
 (OWI; DWI; Sobriety Checks /Domestic Violence Duties /)

- (4) No rate of pay may be fixed for any regular duty or special detail or described employment, regardless of the source of funds, that has not been authorized or provided for in this Wage and Salary Ordinance as amended in effect or the Compensation and Benefits Ordinance as amended and in effect;

**(H) Specialty Pay:**

( 4 )	Range Officers	\$50.00 per month
( 8 )	Field Training Officers	\$50.00 per month
( 1 )	Systems Administrator	\$50.00 per month

Specialty payments to be made for those months as prescribed by the Chief of Police in each category. Range instructors are paid only during the months May through October.

- (I) Stand-by Duty.** During particular work periods workers in the Police Department (Agency) will be scheduled to stand-by, which may mean the worker will be engaged to wait for mobilization. The Police Department will publish written guidelines regarding administration of this duty. There is an authorized rate that shall be fixed at an hourly rate to be applied by the number of hours of stand-by duty that is assigned in a bi-weekly period. It shall be uniform for all workers. The rate is now fixed at \$1.00 per hour not to exceed \$1,000.00 per year.

**Section 11.** That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Parks and Recreation Department** as follows:

**(A) Supervisory Staff or Employees**

		Starting Rate	Incumbent Rate
<b>(1) Effective from January 4, 2015 bi-weekly:</b>			
Superintendent of Parks and Recreation	( 1 )		
With an employer provided vehicle:			\$ 2,530.60
Without an employer provider vehicle:			\$ 2,680.56
Director of Recreation	( 1 )		\$ 1,809.25
Recreation Supervisor	( 3 )	\$ 1,263.48	\$ 1,263.48-\$1,345.57
<b>(2) Effective from June 21, 2015 bi-weekly:</b>			
Superintendent of Parks and Recreation	( 1 )		

With an employer provided vehicle: \$ 2,587.53  
Without an employer provider vehicle: \$ 2,740.87

Director of Recreation (1) \$ 1,849.96  
Recreation Supervisor (3) \$ 1,291.91-\$1,375.84

**(3) Effective from January 4, 2015 bi-weekly:**  
Director of Parks (1) \$2,097.63 \$2,097.63

**(4) Effective from June 21, 2015 bi-weekly:**  
Director of Parks (1) \$2,144.83 \$2,144.83

**(B) Associate Staff and Employees**

		<b>Starting Rate</b>	<b>Incumbent Rate(s)</b>
<b>(1) Effective January 4, 2015 (hourly):</b>			
Park Secretary	(1)	\$16.88	\$ 16.88
Park Repairs Specialist	(1)	\$16.06	\$16.06 - \$17.61
Park Specialist I	(3)	\$14.03	\$ 14.03-\$16.78.
Park Specialist II	(3)	\$11.32	\$11.57
Custodians	(3)	\$11.32	\$11.57-\$11.77 per hr.
Laborers (part-time)			\$7.25 –12.10 per hr.
Recreation Leaders (part-time)			\$7.25 –12.10 per hr.
Recreation Program Instructors			\$7.25 - 50.00 per hr.

<b>(2) Effective June 21, 2015 (hourly):</b>			
Park Secretary	(1)	\$17.26	\$17.2
Park Repairs Specialist	(1)	\$16.06	\$16.06 - \$18.00
Park Specialist I	(3)	\$14.03	\$14.03-\$17.16
Park Specialist II	(3)	\$11.32	\$11.84
Custodians	(3)	\$11.32	\$11.84-\$12.03 per hr.
Laborers (part-time)			\$7.25 –12.10 per hr.
Recreation Leaders (part-time)			\$7.25 –12.10 per hr.
Recreation Program Instructors			\$7.25 - 50.00 per hr.

Pursuant to IC 36-10-3-10(b), the Park and Recreation Board shall fix the compensation of the positions in which a range for salaries or wages are indicated in this Ordinance.

**(C) Certifications:** That a full-time worker described below possessing a relevant professional certification from a generally accepted professional association as may be authorized or approved by the proper officer, the base rate shall have an additional compensatory adjustment according to the following schedule:

Certified Park & Recreation Professional	(CPRP)	<i>Salaried adds</i> \$43.81 bi-weekly	<i>Hourly adds</i> 55¢ per hour
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**Section 12.** That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Fire Department** as follows:

**(A) Chief of Department/Fire Inspector ( 1)**

	<b>Starting Rate</b>	<b>Incumbent Rate</b>
(1) Effective January 4, 2015 bi-weekly:		\$ 2,376.02
(2) Effective June 21, 2015 biweekly:		\$ 2,429.48

**(B) ~~Supervisory Staff or Specialty Employees~~**

	<b>Starting Rate</b>	<b>Incumbent Rate</b>
<del>Assistant Chief for Logistics ( 1)</del>	<del>\$ 1,500 per year</del>	<del>(\$ 375 per quarter)</del>
<del>Assistant Chief for Safety ( 1)</del>	<del>\$ 1,500.00 per year</del>	<del>(\$ 375 per quarter)</del>
<del>Assistant Chief for Planning ( 1)</del>	<del>\$ 1,200.00 per year</del>	<del>(\$ 300 per quarter)</del>
<del>Assistant Chiefs for Operations ( 3)</del>	<del>\$ 1,200.00 per year</del>	<del>(\$ 300 per quarter)</del>
<del>Station Captains ( 2)</del>	<del>\$ 500.00 per year</del>	

		(\$125 per quarter)
Lieutenants	( 4 )	\$ 350.00 per year
		(\$87.50 per quarter)
Mechanics	( 1 )	\$ 500.00 per year
		(\$125 per quarter)

(B) Supervisory Staff or Specialty Employees (as amended)

		Starting Rate		Incumbent Rate
<b>(1) Effective January 4, 2015 quarterly:</b>				
Assistant Chief for Logistics	( 1 )			\$ 383.44 per quarter
Assistant Chief for Safety	( 1 )			\$ 383.44 per quarter
Assistant Chief for Planning	( 1 )			\$ 306.75 per quarter
Assistant Chiefs for Operations	( 3 )			\$ 306.75 per quarter
Station Captains	( 2 )			\$ 127.81 per quarter
Lieutenants	( 4 )			\$ 89.47 per quarter
Mechanics	( 1 )			\$ 127.81 per quarter
<b>(2) Effective June 21, 2015 quarterly:</b>				
Assistant Chief for Logistics	( 1 )			\$ 392.06 per quarter
Assistant Chief for Safety	( 1 )			\$ 392.06 per quarter
Assistant Chief for Planning	( 1 )			\$ 313.65 per quarter
Assistant Chiefs for Operations	( 3 )			\$ 313.65 per quarter
Station Captains	( 2 )			\$ 130.69 per quarter
Lieutenants	( 4 )			\$ 91.48 per quarter
Mechanics	( 1 )			\$ 130.69 per quarter

(C) Except as otherwise provided for the Fire Chief, the compensation for the positions listed above shall be considered in addition to any and all such compensation earned as a firefighter. However, full-time Town employees who are also members of the Highland Fire Department shall not be entitled to additional compensation when responding to fire or ambulance calls while on duty at their regular full-time position.

(D) The Fire Chief shall not be entitled to additional compensation apart from his bi-weekly salary when responding to fire or ambulance calls nor for any training nor inspection participation.

(E) Support staff

Secretary (part-time)	\$7.25 –12.50 per hr.
Custodian (part-time)	\$7.25 –12.00 per hr.

(F) Fire Fighters compensation

(1) Firefighters compensation shall be as follows:

Fire Calls	\$12.50 hr.
<i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i>	
Training	\$12.50 hr.
<i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i>	
Special Preparedness duties / details	\$12.50 hr.
<i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i>	
Special Maintenance (non custodial) duties / details	\$12.50 hr.
<i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i>	
Inspection	\$ 9.00 hr.
<i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i>	

(F) Fire Fighters compensation

(1) Firefighters compensation shall be as follows:	Effective Jan 4, 2015:	Effective June 21, 2015:
Fire Calls <i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i>	<b>\$ 12.78 hr.</b>	<b>\$ 13.07 hr.</b>
Training <i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i>	<b>\$ 12.78 hr.</b>	<b>\$ 13.07 hr.</b>
Special Preparedness duties/ details <i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i>	<b>\$ 12.78 hr.</b>	<b>\$ 13.07 hr.</b>
Special Maintenance (non-custodial) duties/ details <i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i>	<b>\$ 12.78 hr.</b>	<b>\$ 13.07 hr.</b>
Inspection <i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i>	<b>\$ 9.20 hr.</b>	<b>\$ 9.41 hr.</b>
(2) Firefighters and EMT compensation shall be paid quarterly.		

(G) Special Pay Protocols

- (1) For the following calls, responses or participation by the fire fighters, a stipend in lieu of direct compensation, shall be paid to the Highland Volunteer Fire Fighter Association, to be made as follows:

Still Alarms: \$ 50.00 per call

- (2) Monthly General Membership Meeting:  
\$1.00 per member in attendance as certified by the Fire Chief or his/her designee.

**Section 13.** That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

**Section 14.** That except where otherwise noted herein, other compensation and benefits matters not expressly provided herein for salaried and hourly employees and the clerk-treasurer shall be as set forth in the Compensation and Benefits Ordinance, commonly called the Employee Handbook as amended from time to time. The pay period is hereby defined as bi-weekly. The bi-weekly term for such pay represents the fourteen (14) day period, commencing at 12:01 a.m. Sunday and extending to and concluding just before Midnight of the second following Saturday, immediately preceding the week of the scheduled payday; beginning on January 4, 2015 and continuing thereafter;

**Section 15.** (A) That an emergency exists for the immediate taking affect of this Ordinance, which, subject to the provisions of this ordinance, shall become effective and shall remain in full force and effect from and after the date of its passage and adoption, **but not sooner than January 4, 2015**, pursuant to any effective dates herein described and until its repeal or amendment by subsequent enactment;

(B) That the Clerk-Treasurer shall have authority to implement the provisions of this ordinance pursuant to the authority expressly set forth in IC 36-5-6-6 (a) (3) & (4).

Introduced and Filed on the 22<sup>nd</sup> day of December 2014. Consideration on same day or at same meeting of introduction was not considered, pursuant to IC 36-5-2-9.8.

**DULY ORDAINED and ADOPTED as amended** this 29<sup>th</sup> Day of December 2014, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

Dan Vassar, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-16-4-1;IC 36-5-6-5)

- 2. Works Board Order No. 2014-40:** An Order of the Works Board for the Temporary Closing of the Municipal Building on Wednesday, December 31, 2014 for Year-End Fiscal and Records Administration Tasks.

Councilor Herak moved the passage and adoption of Works Board Order No. 2014-40. Councilor Kuiper seconded. Upon a roll call vote, there were 5 affirmatives and 0 negatives. The motion passed. The order was adopted.

**The Town of Highland  
Board of Works  
Order of the Works Board No. 2014-40**

AN ORDER for the TEMPORARY CLOSING OF MUNICIPAL BUILDING at the MUNICIPAL BUILDING on WEDNESDAY, DECEMBER 31, 2014 FOR YEAR-END FISCAL AND RECORDS ADMINISTRATION TASKS

**Whereas**, The Town Council has been reliably advised that owing to the desire to ensure completion of several tasks associated with year-end fiscal and records administration, it may be advisable to reduce public access hours to the municipal building while maintaining a scheduled workday;

**Whereas**, Pursuant to IC 36-1-24(3), the Town Council is also the Works Board for the Town of Highland and governs the hours and other matters related to the Town Hall;

Whereas, The Town Council now desires to modify the access hours of the Highland Municipal Building on Wednesday, December 31, 2014;

**Now Therefore be it hereby Ordered** by the Town Council of the Town of Highland, Lake County, Indiana as follows:

**Section 1.** That the usual hours of **public access** at the administrative and associated offices (non-public safety) at the Highland Municipal Building on **Wednesday, December 31, 2014**, are hereby fixed at **8:30 a.m. to 12:30 p.m. but the usual hours of operation or the scheduled workday are unchanged**;

**Section 2.** That the affected department heads and the Clerk-Treasurer shall carry out the purposes of this order, which is to provide an opportunity for in-service training for administrative, clerical and other workers of the municipality;

**Section 3.** That the Clerk-Treasurer will take steps by appropriate media release to give notice of the subject of this order;

**Section 4.** That this order shall be effective on and from its passage and adoption body;

**Be it so Ordered.**

**DULY, PASSED, ADOPTED and ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 29<sup>th</sup> day of December 2014, having passed by a vote of 5 in favor and 0 opposed.

**WORKS BOARD of the TOWN of  
HIGHLAND, INDIANA**

Dan Vassar, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

- 3. Works Board Order No. 2014-41:** An Order of the Works Board Approving and Authorizing to Purchase from Applewood Farms, 3749 Ridge road, Highland, Turkeys to give to Town Employees for Christmas in a Total Amount not to Exceed \$4,000.

Councilor Wagner moved the passage and adoption of Works Board Order No. 2014-41. Councilor Kuiper seconded. Upon a roll call vote, there were 5 affirmatives and 0 negatives. The motion passed. The order was adopted.

**THE TOWN of HIGHLAND  
WORKS BOARD ORDER NO. 2014-41**

**AN ORDER AUTHORIZING, AND APPROVING THE PURCHASE OF TURKEYS for the TOWN OF HIGHLAND EMPLOYEES in Recognition of and in Goodwill for their SERVICE TO THE TOWN OF HIGHLAND.**

**Whereas,** The Town Council for the Town of Highland is the Legislative and Fiscal Body of the Municipality as well as the works board pursuant to IC 36-1-2 et seq.,

**Whereas,** The Town Council, did organize and marshal the giving of turkeys to their town employees; purchase from Applewood Farm of Highland, Indiana in the amount of \$4,000.00 and

**Whereas,** The Town Council has further recommended, requested and identified appropriations in the Fund be authorized to support the payment of these turkeys;

**Whereas,** Under its authority of IC 36-1-3, the Town passed and adopted *Section 2.35.030 of the Highland Municipal Code*, which provides in pertinent part that the Town Council is authorized to budget and appropriate funds from the general fund of the town to pay the expenses incurred in promoting the best interests of the town and that such expenses may include, but not necessarily be limited to those incurred in developing relations with other units of government or any other expenses of civic or governmental nature deemed by the Town Council to be in the interests of the Town; and

**Whereas,** The Town Council has reviewed the matter, and now desires to make findings and determinations related to these recommendations and actions,

**Now Therefore Be it hereby Ordered** by the Town Council of the Town of Highland, Lake County, Indiana as follows:

**Section 1.** That the employee benefit for identified full-time and other certain year-round part-time workers granting a frozen turkey to express appreciation for members of the municipal workforce is hereby found and determined to be a proper exercise under the foregoing authority identified in the preamble;

**Section 2.** That the activity described in Section 1 of this order is hereby authorized and approved in an amount not to exceed \$4,000 and written records related to the activity shall be maintained;

**Section 3.** That any uncollected or undistributed turkeys are hereby found and determined to be unusable for the purposes for which they were obtained, and pursuant to IC 5-22-22-6 and IC 5-22-22-8(b) and shall be disposed of according to the terms IC 5-22-22 to a local food bank or pantry;

**Section 4.** That the Clerk-Treasurer is hereby authorized and instructed to prepare sufficient accounts payable vouchers against the appropriate fund and account for the vendor from which the turkeys were obtained;

**Section 5.** That any actions taken by public officers in advance and in anticipation of the passage and adoption of this order, are hereby ratified, all pursuant to IC 36-1-4-16.

**Be it so ordered.**

**DULY, PASSED and ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 29<sup>th</sup> day of having passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

Dan Vassar, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

- 4. Special Patrol Zone Agreement Zone A.** Special Patrol services provided by the Town at Highland Grove Shopping Mall, requiring Town Council Approval pursuant to HMC Section 9.10.250(E). If adopted will change charged fees for the services. The current rate is \$22.75 per hour, comprised of \$20 per hour paid to the officer and \$2.75 for the associated vehicle costs.

The agreement provides for the following changes to fees to be paid to the Town for special patrol services on site at the Highland Grove Mall:

**Effective January 1, 2015,** \$24.50 hourly rate comprised of \$21.25 per hour for officer assigned and \$2.75 for associated vehicle costs.

Effective January 1, 2016, \$26.00 hourly rate comprised of \$23.25 per hour for officer assigned and \$2.75 for associated vehicle costs.

Councilor Herak moved to approve the agreement. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The agreement was approved.

**Adjournment.** Noting that there was no more business scheduled to come before the Town Council, Councilor Kuiper moved, seconded by Councilor Zemen to adjourn meeting. Upon a vote *viva voce*, the motion passed. The Special Meeting of the Town Council of Monday, December 29, 2014 was adjourned at 7:10 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer